

ASTD Northeast Florida

July 14, 2008

Board Meeting

Date Last Revised: July 30, 2008



In attendance:	Philip Bayne, VP Communications Derree Braswell, VP Professional Development Diane Elkins, Director Marilyn Feldstein, Director Sharon Kimble, President-Elect (acting chair in Desirée Ward’s absence) Kamaria Scott, VP Member Involvement Paul Stromberg, Administrator Rachel Wical, Past President
Open:	6:00 pm
Adjourned:	7:50 pm

Discussion Items	Action Items
<ul style="list-style-type: none"> • In the absence of a quorum, approvals of Board Meeting Minutes and financial reports for May and June were deferred to next month. • Sharon reported that SHRM will manage PDSE registrations. Twelve topics/presenters are now committed for the program. PDSE Committee has agreed to split sponsorship profits equally between the three sponsoring organizations, SHRM, HSMIAI, and ASTD-NEFL. • Announcements: <ul style="list-style-type: none"> - the annual survey results have been sent out to the board - Betsy Donnelly’s surgery was performed two weeks ago. She is recuperating at home and doing well. The board took up a collection to send a get-well gift. • By email to the board at 10:18 AM on Friday, June 20, 2008, Diane moved that the chapter enter into a contract with Wild Apricot for the chapter’s Web hosting and meeting management. Ronnell Lovings seconded the motion on Saturday, June 21, at 8:35 AM. Discussion was opened at 7:33 on Monday, June 23, 2008, and closed at 5:15 AM on Thursday, June 26, 2008. Discussion Points included 1. various checks on technical requirements and clarification that WA met all requirements, and 2. WA is more conducive to 12-months from enrollment date (rather than calendar year) memberships and that this was easier to manage. Voting was opened at 8:00 AM on Thursday, June 26, 2008, and closed at 8:00 AM on Monday, June 30, 2008. Results: 10 “yes” votes, 0 “No.” The new site is to “go public” on August 25. • The Nominating Committee has sent a survey to the board members seeking nominee suggestions and each member’s own degree of interest in staying in place or moving to another responsibility. The slate must be presented to the membership for vote in September. • The time demands of Darrell’s new position have made it necessary for him to resign as VP of Programs. He has filled the 	<ul style="list-style-type: none"> • Sharon will send registration link and content to Paul, who will send a PDSE announcement to all chapter members.

schedule for the rest of 2008 and will continue to handle planning and organizing duties until we are able to install a replacement for him.

- Diane raised the question of whether the board should have control, or at least input, about program content and presenters. Presenters for the monthly meeting were discussed and one presenter was excluded because of unsatisfactory feedback regarding a prior presentation.
- Derree's report was tabled until next month, but she did remind us that CPLP certification is not permanent.
- Marilyn reported that she is about 1/3 of the way through calling non-chapter members who are on the National member list in our area. Her calls have created broader awareness of the chapter and have so far resulted in three new chapter members.
- Rachel reported on her attendance at ICE in San Diego and on its Chapter Leader Networking Group. She also announced that the 2008 ALC has been scheduled for October 31 and November 1, with pre-conference events on October 30. Paul reminded the board that \$4000 was budgeted for this year's Leadership Conference, but that over \$1200 of this had already been consumed by charges for last year's conference that were paid in this fiscal year. Since the conference is held within 30 days of the fiscal year's end, it is likely that there will be similar carryover every year.
- Philip has made the necessary arrangements to continue Cvent until the end of August to allow time to create and test the new site. He has been customizing pages on the new website and intends to add a restricted Board Forum area to facilitate communications and voting between board meetings.
- Darrin sent word that everything is on track for the August eSIG with Diane as the presenter.
- Kamaria reported that her Member Involvement Committee is working on a New Member packet which will include a list of suggested networking Do's and Don'ts. Other ideas under discussion are a quarterly brown bag Q&A session for new members with a seasoned group of members, a chapter-sponsored day at Habijax, a food bank, etc., an annual fun event, and providing reusable meeting nametags that can be decorated with seals or ribbons for volunteers, committee members, etc.
- Paul did evaluations of several website/meeting/membership hosts and helped set up the switch to Wild Apricot. He has set up a new Paypal account for Amex, Visa, Mastercard and Discover transactions on the site. Paul has set up the guest and membership levels and registration procedures on the new site. With the help of Deb Welsh, also formatted and uploaded our database to Wild Apricot. He has also downloaded all historical data from Cvent.

- **Derree** will check and report back on CPLP recertification requirements.

- **Paul** is to calculate the average cost per person for ALC attendance and send this information to **Diane**.

- **Philip** will recruit beta testers for the site at the July monthly meeting. **Diane** will work on the page heading designs.

Respectfully submitted,
Paul Stromberg
Chapter Administrator